

**Financial Assistance Review Committee (FARC)
Quarterly Meeting
Embassy Suites
2925 Emerywood Pkwy, Richmond, VA 23294
December 2, 2021
10:00 AM**

Members Present:	Members Absent:	Administration Staff:	Staff/Other Guests:
Kevin Dillard, Chairman		Luke Parker	Gary Brown
JC Bolling			Adam Harrell
Tracy Hanger			Tracy Mason
Donna Hurst			Tim Perkins (Phone)
Bruce Stratton			
Joe Trigg			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
I. Call to order - Kevin Dillard, Chair	Kevin called the meeting to order and welcomed everyone to the Financial Assistance Review Committee (FARC) Quarterly meeting. He thanked them for their commitment and dedication to the program. Everyone introduced themselves and said who they represented. He introduced Chad Gregg as the new OEMS Program Rep for the Coastal area which includes the Tidewater EMS Council area and the Peninsulas EMS Council area. FARC said that Chad did a great job with his grading and comments.	No further action is required
II. Approval of August 2021 Meeting Minutes	The August 5, 2021 minutes were approved as submitted.	No further action is required
III. Grants Unit Report A. EMS Equipment Contract	Luke Parker spoke about the update on the Emergency Medical Services (EMS) Equipment Contract. We had talked about whether we should run this as a Request for Proposal (RFP) or as an Invitation for Bid (IFB). This morning, Luke received an email from our contract officer who said the plan as of right now is to run it as two or three solicitations. One would be an IFB for turn-key ambulances/rescue vehicles where we price out a base model for evaluation purposes. We would then have a mechanism where the contractors would price out different options for equipment like defibrillators and AED's. We will have another IFB for individual equipment and accessories and a price list that would allow you to buy equipment on its own. Then an RFP that would be for the re-mounts and repairs for and options for emergency vehicles. The reason they are doing it like this is the RFP can be a lengthy process. With an IFB, The process is less involved. You don't have to put a committee	No further action is required

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<p>B. EGIFT Enhancements</p> <p>C. Review Process, Procedures, and Practices Webinar</p> <p>D. Tim Perkins - Recruitment & Retention</p>	<p>together to review proposals and therefore, the process is not as time consuming. FARC wanted to know if there was a timeline to complete this project. Luke said that originally, they were talking about running the whole thing as an IFB. This project would probably be completed by now if we had. Because we are talking about so many pieces of equipment and there are so many variables to this project, it will probably be completed by the end of the next grant cycle. This project is not intended only for use with the RSAF program but with any agency or locality within the Commonwealth. Any EMS agency will be able to use this and benefit from it.</p> <p>Enhancements are projects that we work on in the E-GIFT system that are put in as defects in a project management system called Defect Tracker. Luke had logged a defect to develop an option for FARC reviewers to download all the application summary reports with attachments as a zip file. Luke also logged a defect to develop the functionality to indicate when an application has been flagged for discussion on the meeting results screen without having to pull up the detail sub-screen. Those are 2 defects directly related to FARC's role in the review process.</p> <p>The Grants Unit provided a Review Process, Procedures and Practices Webinar on September 14th. Many of FARC attended and we appreciated that. We had 26 registrants and 15 attendees. We had 19 reviews of the recording that was made of the webinar after it was posted on the website. We had a lot of great comments from the Regional Councils. Some wanted to know if they could share the recording with their boards since they are the ones that review and grade the applications. This was very successful. Luke feels that we should do this annually with all the reviewers and discuss what the best practices are.</p> <p>Luke called Tim on the phone because he couldn't be here in person today. He brought up 2 points to FARC. 1) Handtevy is a pediatric resuscitation system proven to save lives and reduce errors. The Office of EMS is entering into an agreement with Handtevy to provide Handtevy Software. When OEMS makes the announcement, we will really push this out to the EMS agencies. However, this won't cover equipment or any add-ons to it. 2) The Office of EMS is putting an emphasis on recruitment and retention. Tim said he is encouraging agencies to put in for recruitment and retention grants through RSAF for this. JC asked Tim what would he consider the benefits of the Handtevy software for 3 or 4 agencies? Tim said the benefits were the software is more user friendly. He feels this is the direction the State should go in.</p>	<p>No further action is required</p> <p>No further action is required</p> <p>No further action is required</p>
<p>IV COVID-19 Grant Policies A. Discussion</p>	<p>Luke and Kevin were asked if they could discuss the feasibility of whether hospital vaccine requirements are precluding agencies from providing services. Luke said he didn't really know how to answer that question. Adam was asked to explain it to FARC. Luke received an email from Curtis asking that question. Adam said that VDH still supports being vaccinated. We still encourage agencies and healthcare workers to be vaccinated. With the political</p>	<p>Kevin will respond to Curtis concerning the vaccination question.</p>

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<p>B. Four for Life Funding</p>	<p>environment the way it is right now and the Federal challenges to the vaccinations, we discourage putting any questions on the grant application about vaccination requirements at this time. FARC needs to be focused on equipment and training and not get sidetracked with this issue at this time. We don't keep records of who or what agency has been or has not been vaccinated. If an agency doesn't get funded for a grant and that question was on the application, it would be perceived they didn't get the grant because of our stand on being vaccinated. This would open us up to Freedom of Information Act requests (FOIA). The EMS Symposium application asked the question whether they were vaccinated or had a COVID-19 test. We did look to see if they checked the box but this wasn't recorded for obvious reasons. We wouldn't want to put FARC, OEMS, the Governor's Advisory Board or VDH in that position. We are working relentless with these agencies to encourage them to get vaccinated. We are not trying to make this a confrontation. There are other ways we can educate and encourage our EMS agencies and providers to be vaccinated.</p> <p>The funding for four for life hasn't changed in twenty years. We are very fortunate to have this funding revenue. The RSAF program helps fund the needs of our EMS agencies. The costs of everything has been going up these past twenty years but the revenue has stayed the same. We are starting to feel the pinch due to rising costs and inflation. We're at the point where we are going to have to take a hard look at EMS funding. There have been additional expenses that have come up that is out of our control. We had an unexpected expense of 1.7 million come out of our EMS budget. This was for the Cardinal Accounting System in the Commonwealth. The first 2 years it was covered by a grant. This is for the software they utilize for the State. It's like quick books but on a massive scale. This is now coming out of the EMS budget and we've been told we can expect this to continue unless grant funds become available.</p>	
<p>V. Fall 2021 RSAF Review Session (closed per Code of Virginia §2.2-3711)</p>	<p>FARC took a roll call per the Code of Virginia and went into closed session to discuss the 2021 RSAF Review Session. It was unanimous. FARC again took a roll call per the Code of Virginia to come out of the closed session for the 2021 RSAF Review Session. Again it was unanimous.</p>	<p>No further action is required</p>
<p>VI. Rotation Schedule</p>	<p>Adam suggested that we start including the rotation schedule as a regular agenda item. FARC members are appointed to serve for a term of three years and can be appointed for an additional three year term for a maximum of six consecutive years. After that, they must go off the committee for at least three years before they can again be appointed to serve on FARC. Kevin is in his second term and will go off the committee on June 30, 2023. JC is in his second term and will go off the committee on June 30, 2024. Tracy is in her first term and it ends on June 30, 2023. She is eligible to be appointed to a second term at that time. Donna is in her second term and will go off the committee on June 30, 2023. Bruce is in his second term and will go off the committee on June 30, 2023. Joe is in his second term and will go off the committee on June 30, 2024. The next committee members to come off the committee is Kevin, Donna and Bruce. All of their second terms expire on June 30, 2023. The next three Regional EMS Councils</p>	<p>We will check the minutes and see when Kevin actually came on the committee.</p>

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	<p>in rotation to appoint FARC members are Northern Virginia EMS Council, Old Dominion EMS Alliance and Lord Fairfax EMS Council. There was discussion about when Kevin began his term. He said it was after JC and Donna.</p>	
<p>VII. Unfinished Business</p>	<p>Conflict of interests forms are still in the works. Tracy had stated earlier they had a lot of projects they are working on with the background investigations and stuff like that. Luke said we are all working together to try and get this in the system. Bruce said there were a couple of things he wanted to look at real good. One is a better way to address the true financial status of an agency in rural areas. The financial situation is not as clear with certain counties as compared to what other municipalities are required to list. He wants a more definitive way of identifying the true financial report and needs of that agency. The second thing is where you have one agency putting in requests for multiple agencies. They can only put in the financial information for the agency requesting and not all of the other agencies involved. By not showing the financial status of the other agencies, it doesn't give a clear picture of the true financial status and needs. JC said the webinars that the grants unit is doing is working out great. There was one slide that stated applicants must submit verification of its Federal Identification Number. He said all the applicants had this. Another stated that the agency must submit the most recent IRS 990 tax return. JC said that a several of the agencies did not have their latest IRS 990 tax return form with the grant application this time. What is the penalty if they don't have it? The application also stated that the applicant must submit a quote with each item requested. The last one states that multi-jurisdictional agencies must submit certain paperwork. Is there a penalty if they are missing some paperwork? We ask them for certain documentation but the system doesn't penalize them if they don't submit it. You can't upload an application without submitting a quote or at least a document for that item. Luke said we could also require they upload a W-9 just like we require a quote if FARC would like. Kevin said he would definitely like to make it mandatory. Luke said okay. There was discussion on the two different budgets. One is for Volunteer/Non-Profit agencies and the other is for Governmental agencies. The budget form for the Volunteer/Non-Profits has a lot more information than the Government Budget form. It was decided to form a small group to decide before the next FARC meeting if we want to keep the forms as is or change something. Donna said she would really like to see us do a special initiative grant on IV Pumps. Kevin will present this to Dr. Lindbeck and the Medical Direction Committee and let them weigh in on it and report back to FARC at our next meeting.</p>	<p>Luke will send emails about the Government and Volunteer/Non-Profit budgets. They have two other committee members that will give him input and they will decide which is the best course to take.</p>
<p>VIII. New Business</p>	<p>Luke brought up several issues with the quotes that were uploaded this cycle. There were a couple of things that stood out to Luke. Ninety percent of the quotes expire before the grants are to be awarded. Some of the quotes were not readable. Other quotes had already expired. Some of the quotes we just had issues with. Some were snapshots of Amazon or Boundtree quotes. Luke asked FARC what they thought about using this for on-line orders? Do you look at the quotes as being a baseline for the agencies claim on projects? The reason Luke is asking this is so he can develop technical assistance for the agencies preparing their quotes. They can have</p>	<p>No further action is required</p>

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	<p>the vendors include or exclude items on the quote. The vendors are usually heavily involved with the agencies. They work with the agencies preparing their quotes for RSAF. Kevin and Joe said they look at the quotes as what the agencies are requesting. Luke will work on developing technical assistance including having the vendors submit quotes that don't expire before the grant is even issued. Tracy said that some vendors have policies that state a quote is only good for 30 days or 90 days. If we set it up that the quotes can't expire until after the award, it will make it very hard if not impossible for the agencies to even get a quote. Kevin agreed and said we should take the quotes as they are and it's the agencies responsibility to work with the vendors about the quotes.</p>	
IX. Next Meeting	<p>The next FARC meeting is scheduled February 3, 2022 at the Embassy Suites in Richmond. Kevin said he would work with Luke and the appropriate staff to start doing the tours again. Kevin would like to start doing the tours in February. He feels we should start with the Northern Virginia area because we haven't been there for a long time. The next tour after that would most likely be the Tidewater area. This would include the Eastern Shore and Tangier Island.</p>	<p>Kevin will work with OEMS to begin the FARC tours again.</p>
X. Adjournment	<p>Kevin adjourned the meeting.</p>	<p>No further action is required</p>

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